

26 June 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records III #6-69
23 - 24 June 1969

Student Body

1. Eighteen students attended the class, the second largest group ever to attend this course. A nineteenth student, [REDACTED] 25X1A
EUR, was unable to attend because of circumstances beyond his control and will be taken care of individually. One student, [REDACTED] 25X1A
[REDACTED] WH, is a former Records Officer who came to the class for a refresher.

25X1A

2. The students' length of service ranged from one year through twenty-one years (average, nine years). Their grades spread from GS-07 through GS-14 (average, GS-10).

Course Conduct

3. There were no changes in the presentation of this course.

Course Curriculum

4. There were no changes in the content of the course.

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Instructors

25X1A

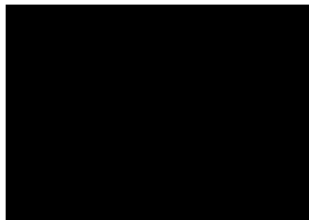
5. All speakers were our regular representatives.
[REDACTED] C/RID/SD, had a good deal to say about recent changes in the handling of sensitive materials. The class showed a good deal of interest in the details, and made a number of references to her talk during the practical exercise on the second day.

Chief Instructors Comment

6. This class was remarkable not only for its size, but also for the number of students who received Records Officer stamps. The following are now Records Officers:

25X1A

WH:

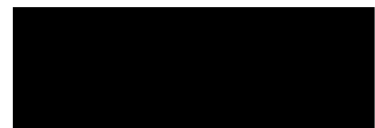


NE:



25X1A

25X1A



Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

Distribution

- Original - DTR
 - 1 - C/OS
 - 1 - DDP/TRO
 - 1 - CI/TRCO
 - 2 - HT/OS/TR

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